DIPLOMA COURSE / EXAMINATION MANUAL

D-Day is date of commencement of academic year -1 July of current year

<table>
<thead>
<tr>
<th>S.N</th>
<th>Activity</th>
<th>Calculation</th>
<th>Actual Dates</th>
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<tbody>
<tr>
<td>1.</td>
<td>Publicity and marketing of course</td>
<td>D-360 to D-90</td>
<td>1 August of previous year to 31 March of current year</td>
<td>SIUD team</td>
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<tr>
<td></td>
<td>- Development of a Course brochure</td>
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<td></td>
<td>- Finalization and printing of the brochure</td>
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<tr>
<td></td>
<td>- Intimation/ promotional letter mentioning Course structure, content, fees etc to the concerned Departments / State Governments/ ULBs</td>
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<tr>
<td></td>
<td>- Follow up of the letters</td>
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<td></td>
<td>- Nomination of participants from various Organizations</td>
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<td>2.</td>
<td>Distribution of Admission Kit</td>
<td>D-360 to D-90</td>
<td>1 August of previous year to 31 March of current year</td>
<td>Co-ordinator APUGDUM</td>
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<tr>
<td></td>
<td>- Course Brochure</td>
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<td>- YASHADA Application form</td>
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<td>- Format for Dissertation details</td>
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<td>3.</td>
<td>YASHADA admission process</td>
<td>D-360 to D-90</td>
<td>1 August of previous year to 31 March of current year</td>
<td>Co-ordinator APUGDUM</td>
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<tr>
<td></td>
<td>- Completion of YASHADA Application form by candidates</td>
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<td>- Scrutiny of Application forms based on eligibility to Course</td>
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<td>- No Objection Certification from Employer</td>
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<td>- Attested copy of Graduation etc mark sheets and Degree certificates</td>
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<td></td>
<td>- Submission of Course fees</td>
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<td>4.</td>
<td>University registration / enrolment process</td>
<td>D-90</td>
<td>1 April of current year</td>
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<td>- Submission of Application for Registration</td>
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</table>
| 5.  | Contact sessions (depending on modules/subject for course)  
- Four days contact session for each module  
- One Off-Campus Contact session  
- Distribution of reading materials  
- Approval of Dissertation topic, content and Guide | D to D+ 240         | Ms Jyotsna Deshpande and SIUD Team               |
| 6.  | Submission of Dissertation copies                                                                                                                                                                                  | D to D+ 330         |                                                  |
| 7.  | Study Tour/ Exposure Visit (Foreign country)  
-                                                                                                                                                               | D+210 to D+330      | Between Feb and May                              |

**Examination and related process**

| 8.  | Announcement of Examination with Time Table and viva dates  
|     | D+270 to D+300 | Feb-March for June Exam  
|     |               | Aug-Sep for December Exam | SIUD Team           |
| 9.  | Receipt of examinees consent letter, application form for appearing in examination  
|     | D+270 to D+300 | Feb-March for June Exam  
|     |               | Aug-Sep for December Exam |                                                  |
| 10. | Submission of Examination fees to University (Mumbai)  
|     | D+270 to D+300 | Feb-March for June Exam  
|     |               | Aug-Sep for December Exam |                                                  |
| 11. | Issuance of Hall Ticket  
|     | D+300 to D+330 | Feb-March for June Exam  
|     |               | Aug-Sep for December Exam |                                                  |
| 12. | Validation of Question Bank  
|     | D+240 to D+270 | Jan-Feb                   |                                                  |
| 13. | Dispatch of Question Bank to examinees  
|     | D+ 240 to D+270 | Jan-Feb                   |                                                  |
| 14. | Intimation to YASHADA Course Cell for arrangement of examination  
|     | D+330          | May                       | November                                   |
| 15. | Meetings for paper setting  
|     | D+300 to D+330 | April/May                 | Oct/Nov                                   |
| 16. | Finalization of 3 sets of question paper of each module/ subject  
|     |               |                          |                                                  |
17. Selection and finalization of examiners, moderators, viva panelists  &  D+ 300 to D+ 330  &  April/May Oct/Nov
18. Printing of answer sheets & supplement sheets  &  D+ 300 to D+330  &  April/May Oct/Nov
19. Printing of question papers  &  &  
20. Final selection of question paper set  &  D+ 330 to D+335  &  April/May Oct/Nov
21. Classroom arrangement, library, hostel and mess arrangement  &  D+ 330 to D+335  &  April/May Oct/Nov
22. Conduct of examination  &  D+343 to D+360  &  June December
14 Evaluation of answer paper and declaration of results  
   - Sending consent letter to respective examiner, moderator  
   - Checking and moderation of answer scripts  
   - Payment to Examiners, Moderators  
   - Compilation of subject wise and consolidated mark list  
   - D+ 360 + one month  
15  
   - Sending result to University (Mumbai) for final marks declaration  
   - D+360+one month  
   - 31 August  
   - 28/29 Feb
16 Convocation and handing over mark sheets / Diploma Certificates to successful participants.  
   - 31 July 
   - 31 January 
   - 1 November (Foundation Day) 
   - 1 May (Maharashtra Day)

D: Date of commencement of the first Contact session of Course
List of Annexure

1. Course brochure
2. Letter to Client Organization
3. YASHADA Application Form
4. University Application Form for Registration
5. Invitation letter to participants for Contact Session
6. Format for Dissertation details
7. No Objection Certification from Employer for Foreign Tour
8. Examination consent letter from the participant
9. Examination hall ticket and time table
10. University Examination Form
11. Format of answer script
12. Form for conferring Degrees/ Diplomas of University
13. Copy of mark sheet and Diploma

YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION
STATE INSTITUTE OF URBAN DEVELOPMENT (SIUD)
ADVANCED POST GRADUATE DIPLOMA IN URBAN MANAGEMENT/ DIPLOMA IN URBAN MANAGEMENT
In affiliation with
University of Mumbai

FORMAT FOR DISSERTATION DETAILS

Name of the Candidate:

Title of Dissertation

Background

Objectives of the study

Methodology

Time frame

Proposed Guide

Prepared by
MR
Sd/- xxx
23/07/2010

Approved by
DG
Sd/- xxx
25/07/2010

YASHADA
Page No 4
<table>
<thead>
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YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

STATE INSTITUTE OF URBAN DEVELOPMENT

ADVANCED POSTGRADUATE DIPLOMA IN URBAN MANAGEMENT

DIPLOMA IN URBAN MANAGEMENT

(AFFILIATED TO UNIVERSITY OF MUMBAI)

EXAMINATION ANSWER SHEET

<table>
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APGDUM

DUM

Attended Contact Sessions between: and

Number of Supplements: Main + Question III + =

Signature of Student: Signature of Supervisor:

---

Prepared by | MR | Sign | Sd/- xxx | Date | 23/07/2010 |
Approved by | DG | Sign | Sd/- xxx | Date | 25/07/2010 |
INSTRUCTIONS

- Please do not write your name or any symbol on the answer sheet or as part of any answer. Please note that this would be regarded as a serious offence and you may be disqualified from the examination.

- Start a new question on a new page.

- Any extra questions attempted will not be considered for evaluation.

- Please do not copy answers from other examinees or textbooks or other sources.

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(For Office Use Only)

Name of Examiner:

Signature:

Date:

Name of Moderator:

Signature:

Prepared by

MR

Sign

Sd/- xxx

Date

23/07/2010

Approved by

DG

Sign

Sd/- xxx

Date

25/07/2010
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STATE INSTITUTE OF URBAN DEVELOPMENT (SIUD)
ADVANCED POST GRADUATE DIPLOMA IN URBAN MANAGEMENT/ DIPLOMA IN URBAN MANAGEMENT
In affiliation with
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EXAMINATION CONSENT FORM

To,

The Director,

State Institute of Urban Development (SIUD)

YASHADA, Raj Bhavan Complex

Baner Road, Pune – 411007

I am a registered candidate for YASHADA’s APGDUM / DUM programme and have completed all the modules (through Contact session / Self Study). I hereby declare that I have read all the rules and regulations of APGDUM examinations and undertake to abide by them. I wish to appear for the above APGDUM / DUM examinations in December 2009 and I am submitting my details as under: -

<table>
<thead>
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| Registration Number |  |

Prepared by
MR
Sign
Sd/- xxx
Date
23/07/2010

Approved by
DG
Sign
Sd/- xxx
Date
25/07/2010

YASHADA
Page No 8
### Title
APGDUM a Procedure Manual

### Document No.
YASHADA/C04/APGD

### ISO Clouse No.
8.2.1

### Rev. No.
Nil

### Date
25/07/2010

#### Postal Address
- **℡:**
- **Mobile:**
- **Email id:**

#### Dissertation Topic

#### Signature of Candidate:

#### Date:

#### Place:

---

### Prepared by
**MR**
Sign: Sd/- xxx
Date: 23/07/2010

### Approved by
**DG**
Sign: Sd/- xxx
Date: 25/07/2010

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YASHADA Page No 9
<table>
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<tr>
<th>Sr. No</th>
<th>Name &amp; Designation</th>
<th>Address, Contact &amp; e-mail ID</th>
<th>Education</th>
<th>Area of Specialization</th>
<th>Experience</th>
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<tbody>
<tr>
<td>1</td>
<td>Shri V. Ramani, IAS Director General, YASHADA</td>
<td>YASHADA Raj Bhavan Complex Baner Road, Pune - 411007 Ph. No 25608000 <a href="mailto:raman1004@yahoo.com">raman1004@yahoo.com</a> <a href="mailto:ramaniv@gmail.com">ramaniv@gmail.com</a></td>
<td>M.A. (Economics) B.A. (Economics Hons) LL.B</td>
<td>Public Administration Urban Local Governance Women and Child Nutrition</td>
<td>30 years</td>
</tr>
<tr>
<td>2</td>
<td>Ms. Nasrin Siddiqui Director, SIUD, YASHADA</td>
<td>SIUD, YASHADA Raj Bhavan Complex Baner Road , Pune :- 411007 Ph.No 25608210 m. 9890065044 <a href="mailto:nasrin5@yahoo.com">nasrin5@yahoo.com</a></td>
<td>Masters in Social Anthropology Diploma in Training &amp; Development Communication Strategies for Rural Development Iowa State University Ames, Iowa USA WBI programme on Urban Governance</td>
<td>Urban Governance Municipal Management Urban Poverty</td>
<td>22 years</td>
</tr>
<tr>
<td>3</td>
<td>Dr. Bharat Bhushan Dean (Academic), YASHADA</td>
<td>Planning Cell, YASHADA Raj Bhavan Complex Baner Road, Pune: - 411007 Ph. No 25608000 <a href="mailto:bharathbhushan@Indya.com">bharathbhushan@Indya.com</a> <a href="mailto:yashada@vsnl.com">yashada@vsnl.com</a></td>
<td>Master in Zoology PhD</td>
<td>Environment Planning</td>
<td>12 years</td>
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<tr>
<td>4</td>
<td>Shri Anil Shirude Professor &amp; Financial Advisor, YASHADA</td>
<td>YASHADA Raj Bhavan Complex Baner Road, Pune - 411007</td>
<td>M.Sc L.L.B M.B.A</td>
<td>Finance</td>
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<tr>
<td>5</td>
<td>Shri Raghunandan G. Rao Technical Head and OIC, CIT and HoD, YMRC,</td>
<td>CIT, YASHADA Raj Bhavan Complex Baner Road, Pune- 411007 M:- 9823030375</td>
<td>B.E(Electronics and Communication ), University of Mysore (1984)</td>
<td>IT (Hardware&amp; Software)</td>
<td>12 years</td>
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<tr>
<td>6</td>
<td>Shri Dilip M. Muglikar Associate Professor, SIUD,</td>
<td>SIUD, YASHADA Raj Bhavan Complex Baner Road , Pune :- 411007 <a href="mailto:muglikardilip@yahoo.co.in">muglikardilip@yahoo.co.in</a> Mobile: 9822186123</td>
<td>B.E. (Civil)</td>
<td>Housing IT</td>
<td>22 years</td>
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<td>7</td>
<td>Shri Mandar Ashok Kelkar Director, AECE, YASHADA</td>
<td>AECE, YASHADA Raj Bhavan Complex Baner Road, Pune: - 411007. Ph.No. +91-20-24250526 M,+91-9822018385</td>
<td>Masters in Public Administration (MPA) from LKYSPP, NUS, Singapore Masters in Agriculture</td>
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| No. | Ms. Mayura Kshirsagar  
Research Officer, SIUD, YASHADA | SIUD, YASHADA 
Raj Bhavan Complex Baner Road , Pune :- 411007 020-25608268 mayura.kshirsagar@gmail.com | M.A in Economics from University of Pune  
B.A. in Sanskrit from Tilak Maharashtra Vidyapeeth, Pune | Municipal Management  
Solid Waste Management  
6 years |
|-----|-------------------------------|---------------|-------------|--------------------------|
| 9   | Ms. Smita Chatterjee  
Research Officer, SIUD YASHADA | SIUD, YASHADA 
Raj Bhavan Complex Baner Road , Pune :- 411007 020-25608278 smitachatti@gmail.com | MPhil in Population Science from IIPS  
Master in Geography from B.H.U, Varanasi  
Master in Environment Management from IEM, Lucknow | Social Research  
Research Methodology  
8 years |
| 10  | Dr. Sunil Dhapte  
Associate Professor, ATI YASHADA | ATI, YASHADA 
Raj Bhavan Complex Baner Road , Pune :- 411007 M: 9823338228 Drsunil_dhapte@yahoo.co.in | MPhil, Ph.D  
DIT,DCI DTM  
B.Sc  
LLB  
MA  
MPM | Public Administration  
Transportation  
20years |
| 11  | Shri Ramanath Jha, IAS  
Former Principal Secretary (T&SE) Government of Maharashtra | Priyadarshini Park Nepean Sea Road Mumbai 400036 9821214418 jha.ramanath@gmail.com | M.A (History), Patna University | Urban Infrastructure  
Urban Poverty  
Municipal Mgmt  
28 years |
| 12  | Shri V.W.Deshpande  
Former Director, Town Planning & Valuation Department Government of Maharashtra | Divya Kunj, Gokhale Road, Pune-411016 M: 9920722321 vw_deshpande@rediffmail.com | B.E(Civil)  
M.E (AIT)  
(Bangkok)  
A.I.T.P, F.I.V  
L.L.B | Town Planning  
Urban Infrastructure  
30 years |
| 13  | Ms. Jyotsna Deshpande  
Former Joint Director, Town Planning & Valuation Department Government of Maharashtra | Divya Kunj, Gokhale Road, Pune-411016 M: 9823434646 Deshpande_j@yahoo.com | B.E(Civil), M.R.T.P.J(London)  
A.R.I.C.S  
F.I.S (Valuation), F.I.T.P (India)  
Chartered Planning | Urban Planning Real Estate Management Urban Infrastructure  
30 years |
| 14  | Shri P.M. Deshpande  
Director, PDC, MHADA | MHADA Agarkar Nagar, Behind Alankar Cinema, Pune-411001 020-26120123 | BE (Civil) | Housing  
30 Years |
| 15  | Shri B.S. Patil  
F& CAO, MJP, Navi Mumbai | Maharashtra Jeevan Pradhikaran(MJP) CIDCO Bhavan, New Mumbai Ph. No-022-27571654 bspatil.mjp@gmail.com | M.Com | Finance & Account  
Infrastructure  
15 years |

Prepared by  
Sign  
Date  
MR  
Sd/-  
23/07/2010  
Approved by  
Sign  
Date  
DG  
Sd/-  
25/07/2010
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| 16  | Shri Vivek Mapari        | Managing Director                      | DATA INSIGHT PVT LTD “PIASS”, C-9, Erandawana Coop, Hsg., Society, Patwardhan Baug, Pune-04 | • Master of Development in Planning & Administration  
• Diploma in Business Management | 15 years | APGDUM a Procedure Manual                        |
| 17  | Shri Prashant Gulalkari  | Executive Director, Gov3 India         | Mantri Apartments, Panchavati, Pashan, Pune  
M: 9822015811 prashant.gulalkari@gov3.net | • Electronics and Communication Engineering | 25 years | ISO Clause No.                                                      |
| 18  | Shri Anil Lad            | Asst Commissioner & System Analyst, KDMC | KDMC Shivaji Chowk, Kalyan(West),  
M: 09320070999 anil_lad2000@yahoo.co.uk | • ME(Civil/Structural)  
• Master in Law  
• Master of Management  
• APGDUM | 19 years | Rev. No. Nil                                       |
| 19  | Shri Ganesh Shete        | Chief Officer                           | Chief Officer Chiplun Municipal Council  
Chiplun, Dist: Ratnagiri | • M.Tech (Irrigation & Drainage Engineering  
• APGDUM | 6 years | Date 25/07/2010                                     |
| 20  | Ms. Jyoti Kulkarni       | Executive Engineer                      | MSRDC Ltd., D Wing Ground Floor, New Administrative Building, Opp Council hall, Pune | • B.E(Civil)  
• APGDUM | 13 years | Prepared by MR                                  |

Prepared by MR  
Sd/- xxx  
23/07/2010  
Approved by DG  
Sd/- xxx  
25/07/2010  
YASHADA Page No 12